



## MEMORANDUM

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To: Honorable Chairperson and Members  
Board of County Commissioners

Date: September 23, 2003

From: *[Signature]*  
Harvey Ruvin, Clerk  
Kay Sullivan, Director  
Clerk of the Board Division

Subject: Appointment of Replacement  
Member to the IRP

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Please select one nominee on the attached ballot to fill a vacancy on the Independent Review Panel (IRP).

On September 23, 2003, a ballot was presented to the Board of County Commissioners for the appointment of a replacement member to the IRP; however, on this date a majority of the County Commission did not cast a vote. The result of that ballot was as follows:

<u>Candidate</u>	<u>Vote</u>
Mary Smith	0
Linda Romero	0
Julia Dawson	3

In accordance with Section 2-11.43 of the Miami-Dade County Code, the attached ballot is presented for appointment of a replacement member to the IRP.

County Code stated that the Board of County Commissioners shall appoint each IRP member from a slate of three (3) qualified persons submitted by a community group or organization as specified, to include The Miami-Dade League of Women Voters.

Mr. John De Leon, selected as a member of the IRP on April 10, 2003, was ineligible to serve on the Panel. The League then submitted, in order of preference, the names of Ms. Mary Smith, Ms. Linda Romero and Ms. Julia Dawson, as qualified candidates from which a replacement can be selected.

The resumes of each candidate are attached for your review.

Attachments



**ADVISORY BOARD BALLOT**  
Miami-Dade County, Florida

**SEPTEMBER 23, 2003**

**INDEPENDENT REVIEW PANEL**

**APPOINTMENT TO REPLACE JOHN DE LEON**  
Vote ( ✓ ) for One

Mary Smith	<input type="checkbox"/>
Linda Romero	<input type="checkbox"/>
Julia Dawson	<input type="checkbox"/>

Commissioner \_\_\_\_\_  
(Please sign ballot)

Commission District Number \_\_\_\_\_

HARVEY RUVIN  
Clerk of the Circuit and County Courts  
Clerk of the Board of County Commissioners  
111 NW 1st Street, Suite 17-202  
Miami, FL 33128  
305-375-5126

THE LEAGUE  
OF WOMEN VOTERS  
OF MIAMI-DADE COUNTY



Thursday, June 05, 2003

CLERK OF THE BOARD  
2003 JUN -6 PM 12:17  
CLERK OF THE BOARD  
DADE COUNTY, FLA.  
MI

Dr. Eduardo I. Diaz  
Independent Review Panel  
140 West Flagler Street, #1101  
Miami, FL 33130

(305) 375-4879

Dear Ed,

On behalf of the League of Women Voters, I attach the resumes of three candidates for membership on the Independent Review Panel. Of the three, our first recommendation would be Mary Smith. Mary has worked in government as well as in organizations that deal with government on ongoing basis, so we believe she would be a good choice.

Linda Romero would be our second choice. Her job also involves constant contact with government agencies, and advocacy for individuals who have had adverse interactions with government.

Julia Dawson would also be an excellent choice. Her civic involvements have been extensive, and include time on the community relations board for the city of North Miami.

Please address any correspondence to my office address, 1101 Brickell Avenue, Suite 402, Miami 33131. The phone number is 305-577-4270, fax is 577-3502 and email is [sleon@answerrisk.com](mailto:sleon@answerrisk.com).

Sincerely,

Santiago G. Leon  
Vice President and Chair, Ethics and Accountability Committee

RECEIVED  
JUN 06 2003  
INDEPENDENT REVIEW  
PANEL

5275 SUNSET DRIVE, MIAMI, FLORIDA 33143 305-666-0186

# Mary Racilia Smith

2250 SW 23 Ter.  
Miami, Fl. 33145

305-854-1777 c-305-807-5229  
e-mail: miamaryr@bellsouth.net

## SUMMARY OF QUALIFICATIONS

Highly effective, high energy professional with excellent leadership, creativity, inter-personal skills and technical ability; 30 years broad-based management experience including 15 years as executive director of non-profit organizations with an excellent track record in the following competencies:

ORGANIZATIONAL DEVELOPMENT  
COLLABORATIVE PLANNING  
QA/PERFORMANCE EXCELLENCE  
LEADERSHIP DEVELOPMENT  
INTER- GOVERNMENTAL RELATIONS  
GRANT WRITING  
FUND RAISING

BUDGET DEVELOPMENT/CONTROL  
STRATEGIC PLANNING  
POLICY ANALYSIS  
ISSUE ANALYSIS - ADVOCACY  
COMMUNITY DEVELOPMENT  
GRANT MANAGEMENT  
MARKETING/COMMUNICATIONS

- Demonstrated ability to provide leadership, guidance, motivation and capacity building to empower staff, community and board teams to achieve desired results.
- Excellent skills as critical thinker, policy analyst, strategist, and advocate.
- Proven track record as community organizer with ability to mobilize people and groups around a common vision.

## PROFESSIONAL EXPERIENCE

*Informed Families/The Florida Family Partnership – Miami, Florida*

2003-Present

*Vice President – Operations*

Responsible for overall operations of statewide non-profit focused on substance abuse prevention targeting parents. Responsibilities include human resource management and oversight for overall operations including performance management, information technology, communications and facility management.

*The Strategic Advantage – Miami, Florida*

2002-Present

*Owner, Principal Consultant*

A newly formed consulting firm with a mission to support the infra-structure and development needs of the non profit and faith communities including grant writing, strategic planning, program – community - leadership development, performance measurement and quality assurance.

- Invited by the Florida Association of Non Profit Organizations and Miami Dade Community College to conduct a presentation on Strategic Planning – Aug. 9.
- Invited by the US Dept. of Housing and Urban Development to conduct a presentation on Board Recruitment, Development and Retention Nov. 15.
- Clients include MUJER and Human Services Coalition.

*Florida Dept. of Children and Families*

1992-2002

*District 11: Miami-Dade and Monroe Counties*

*Director of Planning*

Selected as District Director of Planning (Senior Management Analyst II) when state legislature enacted requirement for strategic planning and outcome measurement. Responsible for district strategic planning and quality assurance activity as member of district executive management team overseeing approximately \$700 million in annual activity. Specific responsibility for leadership of district strategic planning and quality

assurance processes and teams, reporting and review systems, trend analysis, special initiatives and strategic marketing. Participation on statewide policy development and tactical planning teams; coordination and alignment of district and state level planning, quality and accreditation initiatives.

- Provided staff leadership and organizational support for the Health and Human Services Board including issue analysis, strategic planning and advocacy.
- Collaborative partner in the Annie E. Casey Mental Health Initiative for Urban Youth (Abriendo Puertas), focusing on capacity building and leadership development for local neighborhood residents.
- Served voluntarily as Interim Director of Abriendo Puertas (Transition Team Coordinator) during five month period of executive leadership transition.
- Coordinated a comprehensive strategic planning process for foster care operations empowering staff and stakeholders to redesign the system.
- Developed effective tools for performance management and strategic marketing including monthly reports tracking performance on key indicators, trend analysis and agency annual reports.
- Coordinated district self-assessment process utilizing quality management approaches including staff development in the areas of process management, use of data and customer feedback, and strategic planning and leadership. Successfully coordinated the district's Governor's Sterling Award application.
- Development of organizational capacity to use tools and techniques of quality management to close performance gaps and achieve desired outcomes.

*American Heart Association of Greater Miami, Miami, FL*

1990-1992

*Executive Director*

Responsible for overall board and staff leadership, management of \$1,000,000 annual campaign, and community education programs during a period of significant organizational change as local corporate entity was assimilated into state corporate structure.

- Facilitated integration of new state leadership team policy and directives into local operations.
- Conducted array of special event fundraisers including the Heart Ball and Jail Ball.
- Introduced major gift and other promotional materials to support development of major gifts program.

*Christian Community Service Agency, Inc., Miami, FL*

1979-1990

*Executive Director (CEO)*

Responsible for all facets of managing United Way/government/church/foundation funded faith based non profit. Primary focus on collaborative planning, community development, board/staff leadership development, budget development/control, strategic planning, policy advocacy, resource development/grant writing. Oversaw the development of community-based-service networks targeting children, youth, adults, elderly, homeless, migrants and refugees. Services included basic needs, self-sufficiency, immigration, youth development and employment. Neighborhoods included Little Havana, Little Haiti, Liberty City, Hialeah, Homestead and South Beach (impoverished area that it was in the 1980s).

- Increased agency funding from approximately \$300,000 to \$2,300,000 annually.
- Successfully built neighborhood leadership support teams including representatives from the faith community and local leadership to develop and oversee local service networks in above communities.
- Responsible for multiple private/public collaborative partnerships to enhance and promote services to target communities of need such as working with the Community Action Agency to provide on-site services at local community centers.
- Successfully operated employment programs for youth, adults, refugees and seniors responding to the unique acculturation needs and employment conditions of their respective communities.
- Successfully promoted and enlisted national church support for the Haitian Refugee Center and national class action suits on behalf of Haitian refugees.
- Worked with the national voluntary agencies (VOLAGS) to successfully provide resettlement services to Indo-Chinese (Thai, Cambodian, Hmong, Vietnamese) Haitian and Cuban refugees.
- Demonstrated outstanding ability to work with people of all backgrounds to pursue mutually agreed upon objectives such as fostering the vision, support and follow through to develop/operate Miami's first shelter for homeless families, a successful collaboration between private and govt. enterprise.

- Successfully advocated within the faith and larger community for needs and issues affecting various disenfranchised groups such as migrant workers, the homeless, refugee groups and inner-city youth.
- Provided effective oversight for all aspects of agency operations and accountability to multiple funders.
- Successfully solicited and managed millions in government, foundation and private resources for health and human service enterprises including capital funds.

*Town of Huntington Youth Bureau, Long Island, N.Y.*

1975-1979

**Assistant Director**

Assisted in the funding and management of municipal government entity providing youth development and delinquency prevention services. Direct responsibility for management and technical support for a network of youth development corporations operating under a comprehensive youth plan, as well as inter-governmental coordination, community, program and resource development

- Successfully designed and developed initiatives such as the first federally funded shelter program for runaway youth in a suburban setting.
- Provided technical assistance and guidance to enhance network of nine youth development associations funded by the Youth Bureau.
- Recruited as member of Suffolk County Comprehensive Child and Youth Planning Team.
- Advocated the needs of youth before local groups, churches, schools, state, county and municipal government.

*Harborfields/Elwood Youth Development Association, Inc., Long Island, N.Y.*

1972-1974

**Executive Director (CEO)**

Organized and developed a youth development/delinquency prevention non profit agency from the ground up with funding from the Town of Huntington Youth Bureau and New York State Division for Youth.

- Successfully implemented the concept of youth empowerment by developing youth in leadership roles on the board of directors and in program planning and activities.
- Collaborated with local school district, churches, civic groups and business to provide opportunities for youth to address policy issues. Integrated federal substance abuse resources as part of seamless services at community level.
- Successfully oversaw all aspects of agency operations and accountability.

**COMPUTER SKILLS**

Excellent skills with Microsoft Word, Excel, Publisher, Power Point; Access; Lotus E-mail.

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**EDUCATION**

M.S.W - Social Welfare, State University of New York, Stony Brook, N.Y.

M.A. - Liberal Studies (Critical Thinking), State University of New York, Stony Brook, N.Y.

B.F.A. - Fine Arts, cum laude, Ohio Wesleyan University, Delaware, OH. (nationally shown sculptor/painter)

CFII - FAA licensed commercial pilot and flight instructor, Burnside Otr ATC, Miami, FL.

**AFFILIATIONS**

- **Annie E. Casey Foundation Urban Mental Health Initiative** – Abriendo Puertas, East Little Havana -founding member and board member of Abriendo Puertas (1994-2002)
- **Greater Miami Chamber of Commerce** – member representative - primary participant on Performance Excellence Council (1997-2002)
- **United Way of Miami-Dade County** – member of Resource Management Committee responsible for allocation of fund raised resources (1996-2002) and Redesign Task Force (2002-present)
- **League of Women Voters** – Miami-Dade County – board member; Program Com. chair (2002)
- **Coral Gables Congregational Church Endowment Fund**: committee member (2002-present)

**Linda D. Romero**

240 N.W. 32<sup>nd</sup> Place  
Miami, Florida 33125

(305) 642-1581

**Professional Experiences:**

6/18/92 - Current **CSAF LOCAL 100** Miami, FL

*Field Representative*

- Administer Contract
- Representational Work
- Trainer/Leadership development
- Office Manager

3/1/97 - 2/12/98 **SEIU Local 1991** Miami, FL

*Organizer/Representative*

- Representational Work/Internat. Organizing
- Leadership development
- Administrated health insurance program for members

12/1991 - 11/1996 **SEIU International** Washington D.C.

*Education Coordinator - Staff Trainer*

- Developed training programs
- Curricula development
- Planned conferences nationally
- Conference budgeting
- Management & Office systems design
- Development of childcare programs
- Developed multi-cultural performer's network

**Other Professional Experiences:**

1978 - 1991 **Southeastern Michigan Authority for** Detroit, MI

**Regional Transportation**

*Professional Driver*

- Drove line haul busses through Detroit to East suburbs
- Trained new hires
- Safety committee

1980 - 1986 **Amalgamated Transit Union #1544** Detroit, MI

*Executive Board Member*

- Administrated contract
- Bargaining team member
- Representational work
- Contract research

1985 - 1991 **Michigan Schools for Women Workers** Ann Arbor, MI

*Trainer*

- Sexual Harassment
- Grievance Handling
- Stress Management

**Community Experiences**

2001 - Present **City of Miami Community Relations Board** Miami, FL

*Board Member*

1998 - Present

**Many Wokam One Community**  
*Executive Board Member/Facilitator*

Miami, FL

1993 - 1998

**George Meany Center**  
*Trainer*

Silver Springs,  
Md

**Labor Heritage Foundation**  
*Trainer/Childcare facilitator*

Silver Springs,  
Md.

1994 - 1996

**United Way AFL-CIO Community Program**  
*Coordinator for AIDS Education material*

Wash., D.C.



## **JULIA DAWSON**

1137 N. E. 123 Street  
North Miami, Florida 33161  
Phone (305) 895-2849  
Mobile (305) 215-5255

### **RESUME**

Experienced and dedicated advocate and attorney committed to securing the human rights of all people on local, national and international levels. Proven leader and administrator who delivers both strategic and tactical solutions to public and private organizations for a variety of social causes. Skills include advocacy, legal advice, fundraising, mobilization, campaign administration, grant writing, and communications. Strong presentation and facilitation skills and demonstrated writing ability.

#### **PROFESSIONAL EXPERIENCE:**

**Fundraising:** Demonstrated success working as part of a team or independently to raise funds for campaigns and human rights issues.

**Fundraising Coordinator for SAVE (Safeguarding American Values for Everyone), SAVE Dade, and SAVE Dade Action PAC, Miami.** Instrumental in raising over \$1.3 million in eight months to fund defense of Miami-Dade County's Human Rights Ordinance from repeal by referendum. Developed and supervised successful training program using volunteers for fundraising phone banks.

**VISTA Grant Writer for Best Buddies International, Inc., Miami.** Obtained \$180,000 in foundation grants for the programs of Best Buddies, International, a non-profit organization with the mission of enhancing the lives of people with mental retardation by providing opportunities for one-to-one friendships with non-disabled peers and integrated employment.

**Legal Advocacy:** Effectively advocated for individuals in both the private sector and in publicly funded programs.

**Staff Attorney, Legal Services of Greater Miami.** Advocated for low income families for equal access to public programs. Provided legal advice regarding government entitlement programs and represented clients at hearings.

**Associate Attorney, Law offices of Peter G. Angelos.** Managed Miami office for this Baltimore based firm representing plaintiffs injured by asbestos exposure. Worked with local trade unions to inform members of potential exposure and their legal rights.

**Associate Attorney, Law Offices of Gold & Fox, Miami.** Practiced general civil law.

**Teaching and Training:** Provided educational workshops and communication tools to a variety of populations.

Senior Organizer for SAVE (Safeguarding American Values for Everyone), SAVE Dade, and SAVE Dade Action PAC, Miami. Developed and implemented screening and endorsement process for political candidates for SAVE Dade Action PAC.

Teaching Associate, University of Miami School of Medicine, Barry University, and Miami Dade Community College in Miami, and Nova Southeastern School of Medicine in Ft. Lauderdale. Taught first and second year medical students and physician's assistant students appropriate physician/patient interaction and how to perform examinations on professional patients.

Benefits Educator, Worksite Communications/Fringe Benefits Management Company, Miami. Made presentations to county employees to assist them in understanding the choices available with their benefits.

Coordinator for Miami-Dade County, Sexual Harassment Outreach and Education Project/Florida Women's Consortium. Presented public workshops on how to identify and respond to workplace discrimination and sexual harassment, including legal remedies and local resources.

Director, Legislative Update Seminar. Co-sponsored by the Dade County Chapter of the Florida Association of Women Lawyers and the Dade County Bar Association, Miami. Created and delivered legal seminar on current legislative changes in major areas of legal practice. Authored course materials and secured continuing legal education credits for participants.

## **EDUCATION:**

Juris Doctor, Antioch School of Law, Washington, D.C.  
Admitted to the Florida Bar as an Attorney and Counselor at Law in all Courts in the State of Florida. Florida Bar Number 293016

Bachelor of Arts in English Literature, University of Florida College of Arts and Sciences, Gainesville, Florida.

Florida Certified Family Court Mediator, American Arbitration Association, Miami, Florida. Certification Number 2519F.

**PRO BONO COMMUNITY ACTIVITIES:**

**Pro-Bono Mediator for Miami-Dade County Equal Opportunity Board, Miami**  
Mediated cases brought to the Equal Opportunity Board alleging discrimination or sexual harassment.

**Volunteer Attorney Advocate for Victims of Domestic Violence, Dade County Bar Association Put Something Back Program.**

**Editor, *A Florida FACT Sheet, Lesbian and Gay Legal Rights*, Published in 1993, 1994, 1997, by the Gay and Lesbian Lawyers Association.**

**Director for Legislative Update Seminar co-sponsored by the Dade County Chapter of the Florida Association for Women Lawyers and the Dade County Bar Association.**

**Volunteer Attorney for Dade County Bar Association program to provide legal representation to refugees at Krome Detention Center.**

**Volunteer Legal Counsel for tenants at Lee Park Apartments, Inc., a 117 unit housing cooperative for middle and low income families supervised and subsidized by the U.S. Department of Housing and Urban Development.**

**Special Counsel for the National Organization for Women, Dade County Chapter, amicus curiae brief supporting abolition of the common law doctrine of interspousal tort immunity in Florida, filed in cases before the Third District Court of Appeal and the Florida Supreme Court**

**RECOGNITIONS:**

**Building Bridges Award Presented by Gay Black Pride South Florida - *For the Strength of Your Commitment to Our Community and for Being A Bridge Over Troubled Waters***

**Outstanding Advocate Award Presented by GALLA (Gay and Lesbian Lawyers Association) - *For Exemplary Human Rights Activism***

**Patricia Ireland Award Presented by the Dade County Chapter of the National Organization for Women - *For Generosity of Spirit, Time and Talent to Further the Cause of Women's Rights***

Resume - Julia Dawson - page 4

**CURRENT BOARDS, COMMUNITY GROUPS and ORGANIZATIONS:**

City of North Miami Community Relations Board

National Association for the Advancement of Colored People Miami-Dade Branch  
(NAACP)

American Civil Liberties Union - Miami Chapter Board of Directors

National Organization for Women - North Miami Chapter Founder

Miami-Dade Election Reform Coalition